

SFS Finance Newsletter

A Newsletter from the Wisconsin Department of Public Instruction, Division for Finance and Management



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May 22, 2009

Notice to District Administrators

As was previously announced in the March 26 newsletter, the School Financial Services (SFS) Team will no longer send general content paper mailings to you beginning July 1, 2009. The former hard copy mailings will be replaced with an electronic newsletter posted to the team's website with e-mail notification to you. This newsletter was posted without enclosures and notification was sent to your e-mail address.

The SFS team's electronic newsletter has a number of advantages over a mailed paper copy. For instance, the envelope icon feature at the bottom of each section allows you to automatically forward a section of the newsletter to district staff of your choosing via e-mail. It is hoped that this will enhance communication among and between school district staff.

Another feature of this newsletter is the ability to add important date information to readers' calendars. You will note that calendar icons have been placed next to each important date under the calendar graphics. You can add, for example, the May 18 children at risk payment to your personal calendar by clicking on the icon. Note that some district security firewalls may block this feature and you may need to work through this issue with your technical service staff.

Also, next to the calendar icon is a hypertext link that will take you to more detailed information about the topic highlighted on a particular date.

Finally, the next section has an imbedded webcast that is a tutorial for you to use to file the new PI 1500 District Contacts report. We believe webcasts greatly improve our ability to provide high quality instruction to you and your staff.

As always, we solicit your feedback and suggestions for improvement.

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SFS Team Directory

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SFS Finance Newsletter

is published by the Department of Public Instruction. Questions or comments should be directed to:

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NEW PI 1500 DISTRICT CONTACTS REPORT

District administrators or their designees will be required to complete a new report that accomplishes two purposes. First, a district administrator/designee will identify the names and e-mail addresses of district staff who will receive this newsletter, the team's bi-weekly listserve bulletin and program area specific information such as transportation, special education, and pupil count information from the team. Second, this report will also allow the district administrator to identify and authorize district staff to submit district data to the department. This report is the finance team's attempt to get specific topical information to appropriate district staff in real time using electronic e-mails and listserves. It is also the team's attempt to improve the security of district data.

The district administrator/designee should view the webcast that provides the detailed instructions for completing and submitting this new report. The report will open on June 3 and is due June 19



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Spring Finance Workshop Webcasts

The 2009 Spring Finance Workshop webcasts are now available for viewing. Instead of a three hour block traditionally presented, there are a number of shorter webcasts dealing with each topic or issue covered in the workshop. They are: Electronic Communication with School Districts; Biennial Budget and ARRA Resources; Counting Kids: Some Clarifications; Common School Fund; Summer School Fees; HRA & OPEB Updates; Revenue Limits Parts 1, 2 & 3; Equalization Aid; Comparative Cost and Revenue Redesign; and Transfer of Service Parts 1-5. Copies of the PowerPoint slides are available either by clicking on "Links" in the webcast itself or by going to the School Finance Webcast under "Presentations" on the left-hand sidebar. You can find all the webcasts on the SFS Team website under "Webcast Presentations" or directly at <http://media2.wi.gov/DPI/Catalog/>. It is strongly encouraged that district staff review the content of these presentations as they contain important updates from the SFS Team.

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Final 2008-09 Final Revenue Limit Calculation

The department is required by law to calculate each district's final revenue limit for compliance with s. 121.92(2), Wis. Stats. Your district's 2008-09 final revenue limit was calculated using data on file at the department as of May 20, 2009. Revenue limit penalties, if any, are noted in the "Results" box on page 2 and reduce the June equalization aid payment to your district. The district's worksheet can be found under "Worksheets" on the left-hand scan bar on the team's home web page or directly at http://dpi.wi.gov/sfs/rl_worksheets.html. Membership FTE used to calculate the final revenue limit is found on your district's home reporting page at <https://www2.dpi.state.wi.us/safr/>.

Please contact a school finance consultant should you have questions.

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Lori Ames lori.ames@dpi.wi.gov (608) 266-3464
Karen Kucharz Robbe karen.kucharzrobbe@dpi.wi.gov (608) 267-9707

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Calendar of Events

May 2009						
S	M	T	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	31

May 01 [Membership Audit Due](#)

May 15 [PI 1547 Transportation](#) and
[PI 1505 Calendar Reports Open](#)

May 18 [Children at Risk Payment](#)

May 22 Mailing to Districts

May 25 Memorial Day

May 27 [WICPA Auditors' Conf.](#)

May 28 [WICPA Auditors' Conf.](#)

June 2009						
S	M	T	W	Th	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jun 01 [State Tuition Payment](#)

Jun 03 PI 1500 District Contacts
[PI 1804/1805 Summer School Reports Open](#)

Jun 08 [SPED/SAGE/4K Grant Aid Payment](#)

Jun 12 Tentative Mailing to Districts

Jun 15 [Equalization/Special Adjustment Special Transfer/CCDEB Supplemental SPED/Transporting Students Over Ice/High Cost Special Education Aid Payment](#)

Jun 19 PI 1500 District Contacts Report Due

Jun 22 [SAGE Debt Service Payment](#)

Jun 26 [Foster/Group Home Report Due](#)

Jun 30 Tentative Mailing to Districts

July 2009						
S	M	T	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	


July 27 Delayed Equalization
Aid/Computer Aid Payment

2009-10 Revenue Limit Calculation Worksheet

To assist school districts in budget planning and development for the 2009-10 fiscal year, the SFS team has been providing an estimated 2009-10 Revenue Limit worksheet containing the best available data from the 2008-09 Revenue Limit computation. Now that the final 2008-09 Revenue Limit information is available, the SFS team's estimated 2009-10 Revenue Limit worksheet has recently been updated to incorporate this final 2008-09 Revenue Limit information. At this point, districts should review any locally-created 2009-10 Revenue Limit worksheets to ensure they accurately capture final 2008-09 Revenue Limit information. The updated 2009-10 Revenue Limit worksheet is located on the SFS team's website at <http://www.dpi.state.wi.us/sfs/index.html> under "Budget Development and Planning" and "Revenue Limits" or directly at http://www.dpi.state.wi.us/sfs/buddev_rl.html.

It should be noted that the school district is responsible for compliance with revenue limit law. Please contact a school finance consultant should you have questions about the worksheet developed by the SFS team.

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Final 2008-09 General Aid Eligibility

Final eligibility for 2008-09 general aid has been calculated using audited 2007-2008 Annual Report data and final state guarantees. Final general aid adjustments result from comparing the October 15, 2008 estimated aid eligibility and the recalculated final aid eligibility. By statute, aid adjustments are added to or subtracted from your district's 2009-10 September equalization aid payment (payment date is September 14). When your district's 2009-10 general aid payment is certified on October 15, 2009, the 2008-09 aid adjustment will be incorporated into your 2009-10 estimated aid eligibility and considered 2009-10 revenue.

Your district's "Final Calculation of 2008-09 General Aid" worksheet and the "2008-09 Final General Aid Eligibility Adjustment Summary" worksheet are found on the team's website under "Worksheets" on the left hand scan bar or at directly at http://dpi.wi.gov/sfs/aid_worksheets.html. Membership FTE used to calculate the final aid eligibility is found on your district's home page at <https://www2.dpi.state.wi.us/safr/>. Contact a school finance consultant should you have questions about the calculation.

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Final 2008-2009 Special Education Aid Eligibility

This mailing also includes notification of your district's 2008-09 final special education categorical aid eligibility. This information including a worksheet is available on the "Special Education Aid" link on the left-hand scan bar of the SFS team's website or directly at http://www.dpi.wi.gov/sfs/sped_worksheets.html. Contact Lori Ames by email at lori.ames@dpi.wi.gov or telephone (608) 266-3464 should you have questions.

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2008-09 SAGE Payment Information – Specific Districts

Final 2008-09 Student Achievement Guarantee in Education (SAGE) payments have been calculated for payment on June 8. To view your district's payment select the "Aid Information" link on the left hand scan bar of the SFS team's website or go directly to <http://www.dpi.wi.gov/sfs/SAGE.html>. Additional information about the SAGE program is located at <http://dpi.wi.gov/sage/index.html>.

Contact Chelssee De Barra by e-mail at chelssee.debarra@dpi.wi.gov or telephone (608) 266-2489 or should you have questions.

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Spring School District Certification of 2008 Values - School Aid

Twice a year, the Wisconsin Department of Revenue (DOR) certifies equalized values to the department for distribution to school districts. In the fall, DOR certifies values to be used by school districts in the tax apportionment of school levy. In the spring, DOR certifies equalized values for the purpose of the next fiscal year's equalization aid computation.

In addition to revaluation for some districts, these values will differ from the October, 2008 values used in the tax apportionment of school levy because of the computer exemption aid program. Specifically, the Fall Equalized Values – Tax Apportionment exclude the value of exempt computers. The Spring Equalized Values – School Aid will include the value of exempt computers. The statutory reference for computer value inclusion is s. 121.06 (4), Wis. Stats. Therefore, districts should use the value in the column entitled, TID OUT COMBINED VALUE, for 2009-10 equalization aid projections. This is the value the department will use to calculate and certify 2009-10 equalization aid on or before October 15, 2009.

Your school district's "Spring School District Certification of 2008 Values - School Aid with Exempt Computers" are located on the finance team's website under "Property Valuation" on the left hand scan bar or directly at <http://www.dpi.wi.gov/sfs/propval.html>.

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July 1, 2009-10 Aid Estimate using 2008-09 Budget Report Data

Each year by July 1, the department is required to provide each school district with an aid estimate of general aid for the next fiscal year based upon the best data available on file at the department. Shared cost data for the July 1 aid estimate will be taken from the 2008-09 PI 1504 (SAFR) Budget Report submitted by school districts. Please ensure that your district's budget report data reflects any budget amendments approved by your school board during the 2008-09 school year. District budget reports are located under the "School Finance Reporting Portal" link on the team's website or directly at <https://www2.dpi.state.wi.us/safr/>.

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2008-09 Group and Foster Home Membership Reporting Instructions

Districts may amend their 2008-09 pupil count due to pupils residing in certain group and foster homes per s. 121.05(4), Wis. Stats. Information outlining the process to make such a membership adjustment request and other information about group and foster home membership adjustments is available under the "Group and Foster" link on the left-hand scan bar of the team's website or directly at <http://www.dpi.wi.gov/sfs/foster.html>. This report is due June 26.

Contact Debbie Gaffney-Dilley by e-mail at debra.gaffney-dilley@dpi.wi.gov or telephone at (608) 267-9114 should you have questions.

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PI 1505 2008-09 Calendar Reporting Instructions

The PI 1505 Calendar Report collects the district's school calendar and hours of instruction by school per s. 120.006(2)(a), Wis. Stats. This is a required report. Districts can access the PI 1505 Calendar Report by clicking on the "School Finance Reporting Portal" link located at <https://www2.dpi.state.wi.us/safr/> and then proceed to the district's reporting home page. Click on "Non-Financial Data Home" link to access the report and reporting instructions. This report is open for data entry and is due August 3.

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PI 1804/1805 2009 Summer School Reporting Instructions

The PI 1804/1805 report collects FTE (full time equivalency) data that is used in the calculation of the district's revenue limit and equalization aid calculations. This is an optional report. Detailed summer school reporting instructions and the worksheets needed to complete the Internet report are available under the "Summer School" link on the left-hand scan bar of the team's website or directly at http://dpi.wi.gov/sfs/summ_sch.html. The PI 1804/1805 Summer School Report is located within the "School Finance Reporting Portal" located at <https://www2.dpi.state.wi.us/safr/> and will open for data entry on June 3. The report is due on October 2.

Contact Brad Adams by e-mail at bradley.adams@dpi.wi.gov or telephone (608) 267-3752 should you have questions.

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PI 1547 2008-09 Transportation Report

The PI 1547 Transportation Report is used to collect data for the payment of categorical transportation aid to school districts per s. 121.58, Wis. Stats. The 2008-09 PI 1547 Transportation Report is currently open for district data entry and is due August 3. Districts can access this report by clicking on the "School Finance Reporting Portal" link located on the team's website or directly at <https://www2.dpi.state.wi.us/safr/> and then proceeding to the district's "Non-Financial Data" home page.

Contact Pam Schumacher by e-mail at pamela.schumacher@dpi.wi.gov or telephone (608) 267-9205 should you have questions.

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Status and Deadlines Update

On each district's reporting home page located at <https://www2.dpi.state.wi.us/safr/> is a schedule of required and optional data collection reports. This schedule of reports is accessed by clicking on the "Status and Deadlines" link. The schedule has been updated to include both the remaining 2008-09 reports and the reports that will be collected during the 2009-10 fiscal year. It is recommended that district staff review the report schedule to ensure compliance with the report due dates.

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School Financial Services Contacts

Please contact one of the following School Financial Services Team consultants should you have additional questions:

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